



RFQ No. _____
PR No. 000-24BAC

REQUEST FOR QUOTATION for GOODS AND SERVICES
Section 53.9 Negotiated Procurement - Small Value Procurement
***PROCUREMENT PROJECT TITLE**

Section I. MANDATORY REQUIREMENTS (Note: Failure to submit any of the following requirements will be automatically disqualified)

- a. PhilGEPs Registration
 - a.1. Red Membership
 - ✓ Mayor's / Business Permit
 - ✓ Income/Business Tax Return (for ABC 500k and Above)
 - ✓ Certificate of BIR Registration (for ABC 50k and Above)
 - ✓ DTI Registration
 - a.2. Platinum Membership
 - ✓ No additional documents required, provided that the eligibility documents are up to date
 - ◆ **Submit a clear copy or documentation of the proof of payment for the renewal of expired permit/s.**
- b. Photocopy of one (1) Company ID or one (1) Valid ID w/ three (3) Specimen signature
- c. Notarized Original Omnibus Sworn Statement (for ABC 50k and Above)
- d. Professional License/Curriculum Vitae (Consulting Services)
- e. Menu List for Catering Services
- f. The supplier must not have any record of non-compliance over the past three (3) years.

Section II. INSTRUCTIONS:

- 1. Please write legibly.
- 2. The Bidders/Suppliers or their Authorized Representative shall accomplish this form including unit price and total price as well as sub-total and grand total (if applicable) and affix their signature over printed name indicated in the lower portion of this form.
- 3. Indicate offered brands and specifications (if applicable). Failure to comply shall automatically forfeit your bid.
- 4. Quotation(s)/Proposal(s) shall be submitted at the Procurement Management Section (BAC Office), Bureau of Plant Industry, 692 San Andres Street, Malate, Manila or through courier or email (pms.rfq@buplant.da.gov.ph).
- 5. Only sealed canvass submitted in person or through courier shall be considered by the BAC. The Bidders/Suppliers shall reflect on the envelope the RFQ Number and the PR No. The BAC shall not be responsible on the pre-emptive/premature opening of the proposal.
- 6. Any insertions, erasures, or overwriting shall be valid if only they are signed or initialed by the Bidders/Suppliers or their Authorized Representative.
- 7. Quotation must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
- 8. Price quotation(s) submitted shall be valid for a period of ONE HUNDRED TWENTY (120) days reckoned from the deadline for submission of quotations as reflected in this form.
- 9. Awarding shall be done Per Lot/Item.
- 10. DEADLINE FOR SUBMISSION OF BIDS: _____.
- 11. In case of two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation or Highest Rated and Responsive Quotation for consultancy services, the BPI- BAC shall employ the rules specified in the IRR of RA 9184.
- 12. Delivery/Installation/Completion Period: _____.
- 13. The Uniform guidelines for Blacklisting set forth in Appendix 17 of the 2016 Revised IRR of RA 9184 shall apply.
- 14. The Supplier/Bidder/Contractor must have no violation with its transactions with the Bureau based on BPI Records and BPI Memorandum Order 328 Series of 2023.
- 15. The Bureau of Plant Industry reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

NOTICE/ANNOUNCEMENT:
Bureau of Plant Industry does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the Office of the Secretary or the National Bureau of Investigation (NBI) for entrapment and proper investigation.



RFQ No. _____
PR No. **000-24BAC**

Approved Budget for the Contract: Php - End User: ***Division/Section/Unit**

QTY	UNIT	ITEM/DESCRIPTION	Ceiling Price/ Per Unit(Php)	Offered Brand	Unit Price	TOTAL PRICE
GRAND TOTAL			-			

PhilGeps Posted

PETER M. MAGDARAOG, Ph. D.
BAC Chairman

Canvasser

The BPI-Bids and Awards Committee (BAC)
692 San Andres, Malate Manila

In connection with the above request, I/We submit our quotation indicated above. I/We have carefully read and fully understand the minimum requirements and agree to furnish and/ or deliver the above mentioned requirement(s) in conformity with the specifications/terms or reference/scope of work indicated/attached thereto.

Signature Over Printed Name	Company Name of Bidder	PhilGEPS Registration Number
Contact Number(s)	Office Address	Email Address of the Bidder
Tax Identification Number (TIN)	Date Accomplished	

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer; Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____